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To: M. E. Szymanczyk
From: L. M. Cummings *Lewis*
Subject: Records Management Program

Date: June 5, 1991

Following is the monthly status report of the Records Management Program implementation in the Tobacco Sales Force.

The Section Offices reported 72% completion of the classification, labeling and inventorying phase of the Records Management Program during the tenth month of implementation, and the Region Offices reported 19% completion during the second month. During this reporting period, 37% of the Section Offices and 80% of the Region Offices reported progress. The Section Offices increased 2% this month and the Region Offices increased 6%.

A revised Retention Schedule was issued to the Section Office records coordinators on May 14, 1991. The previously issued schedule should be disposed, and the new schedule should now be used during program implementation.

An issue was raised this month concerning the Region Offices Records Retention Schedule. At the time of its development, records for the Military Manager, Region Trainer, Famous Value Brand Manager and Supervisor of Sales Systems Support were omitted from the Region Office Retention Schedule. This was due to their reporting relationships within the Sales Force. The question raised is whether or not their records are covered by a Retention Schedule, and if not, where they should be incorporated. Legal Counsel is aware of this issue and has advised me that they will contact the appropriate individuals within headquarter sales to resolve it. In the meantime, program implementation should not begin in the affected areas until instructions are given to proceed.

Training for the next phase of the Records Management Program is scheduled to begin next month in Richmond for the departments that have completed the preliminary program requirements. The first departments to be trained will be Tobacco Technology, Leaf and Science and Technology. Counsel has agreed to review and assist with this training.

Based on the present rate of implementation within the Sales Force, the Section/Region Office records coordinators should be trained during the third or fourth quarter of 1991. Counsel and I feel that we should train the Sales Force coordinators in person rather than pass out written instructions or a video. Due to logistics and budgetary issues, we will need to decide how this can best be handled.

"ONLY BEING THE BEST WILL KEEP US FIRST"

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On May 15, Tom Ratliff, a Records and Information Systems Analyst, assisted with the Records Management Program implementation at the Region Four Office in Chicago. They are now 100% complete with the current phase of program implementation. I would like to thank Rich Olson for inviting us to his Region Office and commend Lorie Crouse for her dedication to the program.

This month, 3 more Section Offices transferred inactive records to the PM USA Records Center in Richmond. Twenty-two Section Offices have currently transferred an estimated 1.4 million records. This represents less than 20% of the categories and is estimated to be approximately 40% of the volume scheduled to be transferred from the Sales Force this year. By copy of this report, I would like to encourage the Section Office coordinators to continue transferring their inactive records and ask that they not limit their transfers to the category "E1283 Expense Statements."

In discussions with counsel, we have decided to delay program compliance reviews until audit objectives and procedures have been established. These procedures are being drafted and will be submitted to counsel for review in August. Upon their approval, consistency and standardization of program audits will be assured companywide.

Finally, I would like to thank the TSF records coordinators for their continuing efforts on the implementation of this important program. Also attached to this report is a breakout by Section and Region Office showing implementation progress. If you have questions or want more information, please let me know.

Attachments

c: Section and Region Office Records Coordinators
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